



AU-PAIR PROGRAMME AUSTRIA

Welcome Package for Host Families

Bridging Cultures. Empowering Futures.

Your guide from selection to everyday life together –
with all rights, duties and steps at a glance.



Welcome!

Thank you for deciding to give an au pair a home away from home. By welcoming an au pair, you support a cultural exchange, enable a young person to learn German and get to know Austria – and at the same time receive support with childcare and light household tasks.

MOSI BRIDGE e.U. accompanies you throughout the entire process – from preparing the documents to your au pair's arrival in Austria.

The procedure

01 Selection & contract

Once you have chosen your au pair, both sides sign the Austrian model au-pair contract.

02 AMS notification

We prepare the au-pair notification to the competent Public Employment Service (AMS). The confirmation of notification is the basis for the next step.

03 Residence permit & arrival

After receiving the AMS confirmation, the au pair applies at the Austrian embassy in their home country for the residence permit "Aufenthaltsbewilligung – Sonderfälle unselbständiger Erwerbstätigkeit (au pair)". Once approved, the au pair can travel to Austria and start the stay.

Duties of the host family

As a host family, you commit to:

- ✓ providing a clean, furnished, lockable room of the au pair's own – free of charge,
- ✓ providing free accommodation and full board,
- ✓ paying the statutory au-pair remuneration on time,
- ✓ respecting the maximum working time of 16.5 hours per week,
- ✓ granting the au pair sufficient free time,
- ✓ enabling attendance of a German course,
- ✓ welcoming the au pair respectfully as a family member for a while,
- ✓ registering the au pair with the competent authorities and the social insurance in good time.

Duties of the au pair

The au pair commits to:

- ✓ helping with childcare,
- ✓ taking on light, family-related household tasks,
- ✓ respecting the host family's house rules,
- ✓ acting reliably, punctually and responsibly,
- ✓ actively learning German,
- ✓ respecting the family's privacy.

Working time

The legally permitted working time is a maximum of 16.5 hours per week. The au pair's tasks are limited to:

- ✓ looking after the children
- ✓ accompanying the children to school or kindergarten
- ✓ playing with the children
- ✓ folding the children's laundry
- ✓ tidying the children's room
- ✓ taking on light household tasks

- ✓ preparing meals for the children

Clearly defined – these tasks are outside the au-pair framework:

- ✗ Deep cleaning of the entire house
- ✗ Gardening
- ✗ Renovation work
- ✗ Caring for sick or elderly persons
- ✗ Working in the family business
- ✗ Full-time childcare
- ✗ Tasks of cleaning staff or domestic helpers

Accommodation

The host family provides free of charge:

- ✓ own room
- ✓ bed
- ✓ wardrobe
- ✓ desk (recommended)
- ✓ internet access (recommended)
- ✓ heating
- ✓ electricity
- ✓ bathroom use
- ✓ shared use of the living areas

Meals

The host family provides adequate meals every day. This also applies on days off and during illness.

Pocket money

The au pair receives the statutory monthly remuneration under the Austrian provisions in force. Board and lodging are provided free of charge in addition and must not be deducted from the remuneration.

German course

The au pair is expected to improve their German during the stay. The host family enables regular attendance of a German course. Under the Austrian model au-pair contract, the host family covers at least 50 % of the course costs.

Insurance

Before starting work, the au pair must be duly registered with the Austrian Health Insurance Fund (ÖGK). Depending on the insurance status, an additional private health insurance may be required, in particular for the entry or until comprehensive cover exists.

During the stay, the au pair should have sufficient health insurance cover, accident insurance cover and, where applicable, liability insurance. We also recommend taking out private liability insurance if it does not already exist.

After arrival

After arriving in Austria, the following steps – among others – need to be completed:

- ✓ Register the residence (Meldezettel)
- ✓ Collect the residence permit
- ✓ Check the registration with the Austrian Health Insurance Fund
- ✓ Start the German course
- ✓ Get to know the neighbourhood
- ✓ Introduce the house rules

- ✓ Open a bank account (if required)

- ✓ Hand over important phone numbers

Documents of the au pair

The au pair usually needs:

- ✓ valid passport
- ✓ A1 German certificate
- ✓ birth certificate
- ✓ passport photos
- ✓ au-pair contract
- ✓ AMS confirmation of notification
- ✓ residence permit
- ✓ NBI clearance, if applicable
- ✓ apostille or certified translations, if applicable
- ✓ proof of health insurance

Documents of the host family

The host family provides – among others:

- ✓ signed au-pair contract
- ✓ AMS documents
- ✓ letter of invitation
- ✓ copy of an identity document
- ✓ proof of the home address
- ✓ information about the children
- ✓ information about accommodation and working hours

Important notes

- Please book the flight only after the residence permit has been granted.
- Inform MOSI BRIDGE e.U. immediately if the entry date changes, the family situation changes, the start of work is postponed or the authorities request additional documents.
- Open and honest communication contributes significantly to a successful au-pair stay.

We accompany you

Our service continues beyond the placement. We are happy to support you with:

- ✓ questions about the procedure
- ✓ dealings with the authorities
- ✓ preparing the arrival
- ✓ the au pair's integration
- ✓ communication between host family and au pair
- ✓ general questions during the entire stay

We wish you and your au pair an enriching time together and a successful cultural exchange.

Anne Schwarzl

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